

Exempt Subdivision Procedures

1. Apply for WV Department of Highways entrance permit (289-3521).
2. Apply for septic permit at Health Department (788-1321). I put these first to allow additional time since several agencies are involved in this step. (Certified installer, applicant, Mineral County Health Department, Mineral County Planning Commission, WV Department of Highways)
3. WV professional surveyor or professional engineer to survey outparcel, prepare plat and deed description.
4. Take a copy of the plat and deed description to the attorney preparing the deed.
5. After deed preparation, bring exempt application (included), septic permit/site approval notice from Mineral County Health Department, WV Department of Highways entrance permit, and prepared deed and plat to the Mineral County Planning Commission Office for review.
6. Record the deed/plat in the Mineral County Clerk's Office.

The Subdivision Ordinance allows me four (4) working days to complete my review (Sec. 3.3b). This assumes all necessary material is presented.

Exempt Classifications:

- A. Less than 10 acres adjoining a DOH maintained road
- B. 10 acres or larger
- C. Transfer to relative (parent, child, grandparent, grandchild)
- D. Division among heirs or by court order of partition
- E. Transfer of parcels to achieve boundary line settlement
- F. Cemetery lots
- G. Lots with plat or deed recorded prior to June 1, 1991 (no fee)
- H. Mergers of contiguous parcels
- I. Utility parcel

Note:

Exempt B: No perk test

Exempt B: Need entrance permit if putting road in or driveway regardless of size of parcel unless there is an existing road

Exempt D/H: Do not require septic permit and entrance permit

Fee Schedule:

Exempt Fee.....	\$ 25.00
Plus Per Parcel.....	\$ 25.00
Exempt Fee E.....	\$ 25.00
Exempt Fee H.....	\$ 25.00
Waiver Application Fee.....	\$ 50.00
Cemetery Lots.....	No Fee
Major Subdivision Preliminary Plat.....	\$300.00
Plus Per Lot/Section/Phase.....	\$ 50.00
Type A Minor Subdivision Plat.....	\$ 50.00
Type B Minor Subdivision Plat.....	\$100.00
Plus Per Lot.....	\$ 25.00
Preliminary Plat Engineer Review Fee	
Per Plat.....	\$ 45.00
Corrected Plat.....	\$ 25.00
Inspection Fee/Visit After Second	
Inspection.....	\$ 50.00
Subdivision Regulations.....	\$ 20.00
Public Hearing Fee.....	\$ 25.00